



A Business Owner's Guide to Smokefree Indoor Air Act of Columbus

Preparing Your Business & Educating Employees

Post "No Smoking" Signs

- "No Smoking" signs or the international "No Smoking" symbol must be clearly posted at all entrances in your place of employment where smoking is prohibited. These signs must be clearly visible and must include the ordinance hotline phone number to the Columbus Health Department, 724-4AIR (4247).

Remove Ashtrays and Smoking Paraphernalia

- All ashtrays and smoking receptacles must be removed from areas where smoking is prohibited. Having these in enclosed areas on your property is a violation of the ordinance.

Adopt a Written Smoking Policy

- By December 31, 2004, every employer must adopt a written smoking policy.
- This policy must be posted within three weeks of its adoption and must be:
 - Disseminated to all employees and new employees when hiring
 - Provided to an employee upon request
 - Provided to the Columbus Board of Health upon request
- The owner or manager of a building or establishment shall ensure compliance by employees with the no smoking ordinance.
- The employer shall not retaliate against an employee, applicant for employment or customer who complies with this ordinance.
- A smoking policy template has been provided for use by employers. Companies may adopt more stringent policy guidelines if desired.

Preparing Your Employees

- Educate employees about the ordinance and inform them of any changes made to the workplace as a result.
- Inform employees of their rights and responsibilities when dealing with a smoking customer.
- Provide information for employees interested in quitting smoking.

Involve Employees

- Decide as a group where prominent locations near entrances would be for "No Smoking" signs.